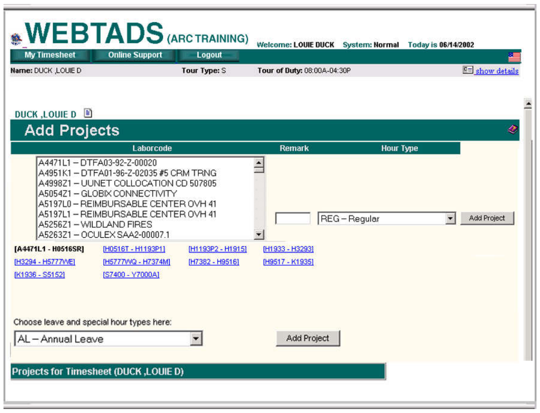

WEBTADS (ARC TRAINING)
My Timesheet
Online Support
Logout
show details
Laborcode
Remark
Hour Type
Add Project
Add Project

Welcome: LOUIE DUCK System: Normal Today is 06/14/2002

Name: DUCK ,LOUIE D Tour Type: S Tour of Duty: 08:00A-04:30P

DUCK ,LOUIE D

Add Projects

A4471L1 – DTFA03-92-Z-00020
A4951K1 – DTFA01-96-Z-02035 #5 CRM TRNG
A4998Z1 – UUNET COLLOCATION CD 507805
A5054Z1 – GLOBIX CONNECTIVITY
A5197L0 – REIMBURSABLE CENTER OVH 41
A5197L1 – REIMBURSABLE CENTER OVH 41
A5256Z1 – WILDLAND FIRES
A5263Z1 – OCULEX SAA2-00007.1

REG – Regular

[A4471L1 - H0516SR] [H0516T - H1193P1] [H1193P2 - H1915] [H1933 - H3293]
[H3294 - H5777WE] [H5777WQ - H7374M] [H7382 - H9516] [H9517 - K1935]
[K1936 - S5152] [S7400 - Y7000A]

Choose leave and special hour types here:

AL – Annual Leave

Projects for Timesheet (DUCK ,LOUIE D)

Add Projects screen

D. ADDING LEAVE TIMES

Once your leave request has been approved you may enter leave time on your timesheet.

1. From the My Timesheet screen, click the **Add** button next to **Project**.
2. Locate and select your leave type from the **Leave & Special Hours** drop down menu.
3. Select your leave type and click the **Add Project** button. Once your leave type has been added, return to My Timesheet to enter your time.

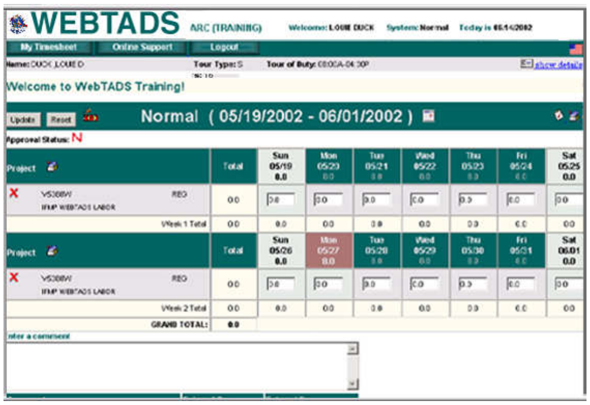
TIP: Although CTU (comp time used) and CRU (credit hours used) are leave types, they will be found under regular hour types. These leave hours are charged against a specific job order. Other leave is charged against a centerwide number.

E. ENTERING YOUR TIME

Once you've added your project(s), enter the hours worked for each day.

1. From My Timesheet, enter hours (in full-hour increments) for the projects and days you worked.
2. When finished, click the **Update** button. Add more projects and hour types as needed.

TIP: Always be sure to click the Update button after you enter hours worked.

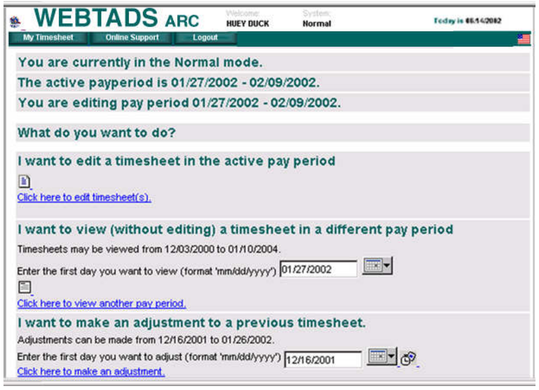

WEBTADS ARC (TRAINING)
My Timesheet
Online Support
Logout
show details
Update
Reset
Project
Total
Project
Total
GRAND TOTAL:

Welcome to WebTADS Training!

Normal (05/19/2002 - 06/01/2002)

Approval Status: N

My Timesheet screen


WEBTADS ARC
My Timesheet
Online Support
Logout

Welcome: HUEY DUCK System: Normal Today is 06/14/2002

You are currently in the Normal mode.

The active payperiod is 01/27/2002 - 02/09/2002.

You are editing pay period 01/27/2002 - 02/09/2002.

What do you want to do?

I want to edit a timesheet in the active pay period

Click here to edit timesheet(s).

I want to view (without editing) a timesheet in a different pay period

Timesheets may be viewed from 12/03/2000 to 01/10/2004.

Enter the first day you want to view (format 'mm/dd/yyyy') 01/27/2002

Click here to view another pay period.

I want to make an adjustment to a previous timesheet.

Adjustments can be made from 12/16/2001 to 01/26/2002.

Enter the first day you want to adjust (format 'mm/dd/yyyy') 12/16/2001

Click here to make an adjustment.

Adjustment screen

F. PRIOR PERIOD ADJUSTMENTS (CORRECTED TIMESHEETS)

Employees can make changes to their timesheets for three pay periods prior to the current pay period.

1. From My Timesheet click the calendar icon.
2. Scroll down to I want to make an adjustment to a previous timesheet.
3. Enter the date of the pay period to adjust and click the link Click here to make an adjustment.
4. Make the adjustments to the timesheet.
5. Enter a comment reflecting the adjustment(s).
6. Click **Update** button.

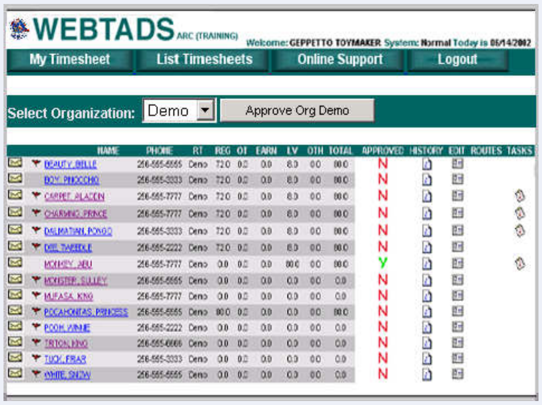
TIP: **Adjustments beyond three pay periods are made by payroll and require approval from the Deputy CFO-Finance. See the Pay & Leave Handbook for information about this process.**

Approving Timesheets

1. Click the **List Timesheets** button.
2. Select the organization to approve from the drop down menu.
3. Select employee timesheets by clicking the employee name. Review the timesheets for accurate projects and time worked.
4. Click the **Approve** button to approve the timesheet.

TIP: **Approvers can disapprove timesheets by clicking the disapprove button, allowing employees to access their timesheets.**

TIP: **Approvers can view the employee timesheet history by clicking the** History **icon.**


WEBTADS ARC (TRAINING)
My Timesheet
List Timesheets
Online Support
Logout
Approve Org Demo
NAME
PHONE
RT
REG
OT
EARN
LV
OTH
TOTAL
APPROVED
HISTORY
EDIT
ROUTES
TASKS

Welcome: GEPPETTO TOYMAKER System: Normal Today is 06/14/2002

Select Organization: Demo

List Timesheet screen

www.webtads.arc.nasa.gov

June 2002